



Provision of details of dangerous goods on board

6.329 Has the State, as the State of the Operator, established and implemented procedures to ensure that it provides the State conducting the investigation with the details of dangerous goods on board the aircraft with a minimum of delay and by the most suitable and quickest means available?



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Let's build it together

- ✈ Stage 1 – Gathering relevant information
- ✈ Stage 2 - Defining the framework
- ✈ Stage 3 - Writing the procedure



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✈ Exercise: Provision of details of dangerous goods on board

- ✈ To do the exercises, we will use our fictional scenario:
 - ✈ State – Coronaland
 - ✈ Authority – Civil Aviation Authority of Coronaland (CAAC)
 - ✈ The accident investigation unit is not independent, being part of the CAAC



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Stage 1 – Gathering relevant information

✈ Gather all information relevant to the development of the procedure

✈ Since the procedure of our exercise comes out from a PQ, we need to know the content of:

✈ the question of the Protocol USOAP

✈ the ICAO references to that PQ

✈ the Guidance for Review of Evidence



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Key elements:

1. Established and implemented
2. Provides the State
3. Details of dangerous goods on board
4. With a minimum of delay
5. Quickest means available

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Established and implemented

- This PQ requires evidence of implementation
- Evidence = message to the State that sent the notification

6.329 Has the State, as the State of the Operator, established and implemented procedures to ensure that it provides the State conducting the investigation with the details of dangerous goods on board the aircraft with a minimum of delay and by the most suitable and quickest means available?

Provides the State

- Letter, email, fax, phone, etc.
- May be connected with PQs 6.325 and 6.327

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Details of dangerous goods on board

- Up-to-date contact information of national airlines is essential
- This information should be accessible through the officer in charge of DG in the CAA
 - Up-to-date contact information of this person is essential
- Not all airlines transport dangerous goods

6.329 Has the State, as the State of the Operator, established and implemented procedures to ensure that it provides the State conducting the investigation with the details of dangerous goods on board the aircraft with a minimum of delay and by the most suitable and quickest means available?

With a minimum of delay

- Information should be obtained as soon as possible and passed on shortly thereafter
- The investigation team might be waiting for this information to enter the crash site

6.329 Has the State, as the State of the Operator, established and implemented procedures to ensure that it provides the State conducting the investigation with the details of dangerous goods on board the aircraft with a minimum of delay and by the most suitable and quickest means available?

Quickest means available

- Whenever there is a phone number of the Investigator-in-charge, this information should be provided to that phone
- Alternatively, email is a quick option (but in this case, don't send only to the Investigator-in-charge, but put in copy the official email of the authority)



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Stage 1 – Gathering relevant information

ICAO references

STD

A13

4.7 & 4.11

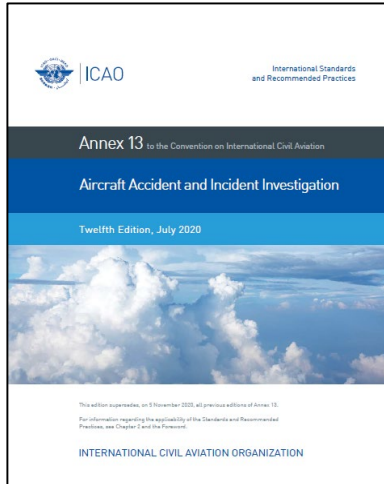
GM

Doc 9962

5.4.3



ANNEX 13



RESPONSIBILITY OF THE STATE OF REGISTRY, THE STATE OF THE OPERATOR, THE STATE OF DESIGN AND THE STATE OF MANUFACTURE

Information — Participation

...

4.7 Upon receipt of the notification, the State of the Operator shall, with a minimum of delay and by the most suitable and quickest means available, provide the State of Occurrence with details of dangerous goods on board the aircraft.

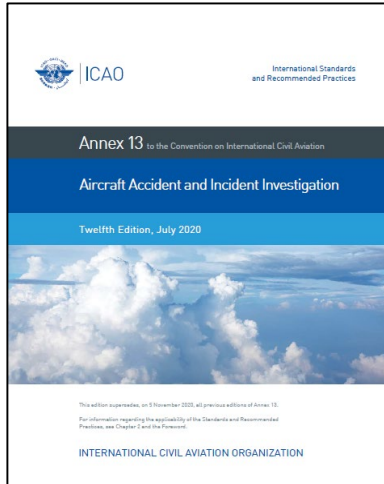


ANNEX 13

RESPONSIBILITY OF THE STATE OF THE OPERATOR, THE STATE OF DESIGN AND THE STATE OF MANUFACTURE *Information — Participation*

...

4.11 Upon receipt of the notification, the State of the Operator shall, with a minimum of delay and by the most suitable and quickest means available, provide the State of Registry with details of dangerous goods on board the aircraft.





5.4 RESPONSE TO NOTIFICATIONS

DOC 9962

5.4.3 The following specific requirements of ICAO Annex 13, Chapter 4, are policy provisions of the [Accident Investigation Authority]:

– If the [Accident Investigation Authority] is aware of dangerous goods on board an aircraft that has an accident or incident, the [Accident Investigation Authority] should ensure that it notifies the State conducting the investigation with the details about the dangerous goods on board the aircraft by the most suitable and quickest means available.



5.4 RESPONSE TO NOTIFICATIONS

DOC 9962



5.4.3 The following specific requirements of ICAO Annex 13, Chapter 4, are policy provisions of the [Accident Investigation Authority]:

– If the [Accident Investigation Authority] is aware of dangerous goods on board an aircraft involved in an accident or incident, the [Accident Investigation Authority] should ensure that it notifies the State conducting the investigation with the details about the dangerous goods on board the aircraft by the most suitable and quickest means available.

POLICY



Guidance for Review of Evidence

- 1) Review procedures.
- 2) Ensure that the process and guidance material established are sufficiently detailed and are customized to the system in place, in particular, that it includes the means to contact concerned operators to obtain the information.
- 3) Review copy of a recent notification to the State of Occurrence.



Stage 2 – Defining the framework

- ✈ “Brainstorm” to find out which tasks would be part of the procedure
- ✈ We may use the template we developed to guide us in the process

NUMBER:		TITLE:			
Process:					
Reference:					
Step	WHAT <small>(Detailed description of the task)</small>	WHO <small>(Designated person responsible for the execution)</small>	HOW <small>(Determination of the way the task will be performed and means to be used)</small>	WHEN <small>(Establish the timeline for the procedure, determining the deadlines for relevant tasks)</small>	In COORDINATION with whom <small>(Identify the persons to coordinate the execution of the task with whom applicable)</small>
1					
2					
3					
4					
5					
6					
...					
n					
NOTES					
N1					
N2					
...					
Nn					
ATTACHMENTS					
#	TITLE		DESCRIPTION		
A					
B					
...					
n					

NUMBER:		TITLE:			
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1					
2					
3					
4					
5					
6					
...					
n					
ATTACHMENTS					
#	TITLE		DESCRIPTION		
A					
B					
...					
n					

Note – the template is just a tool, and even after filling its fields we won't have the procedure



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Stage 2 – Defining the framework

NUMBER: 08

TITLE: Provision of details on dangerous goods on board the aircraft

Process: Investigation

Reference:

PQ 6.329 – Has the State, as the State of the Operator, established and implemented procedures to ensure that it provides the State conducting the investigation with the details of dangerous goods on board the aircraft with a minimum of delay and by the most suitable and quickest means available?



Relation with other processes

- ✈ The procedure is related to the establishment of procedures and guidance, including a checklist, for the initial response following the receipt of a notification (PQ 6.316)
- ✈ The procedure is related to the procedure to provide:
 - ✈ Appointment of accredited representative (PQ 6.325)
 - ✈ Provision of information of aircraft and flight crew (PQ 6.327)



Relation with other processes

In the case of Coronaland:

NOTES

- | | |
|----|--|
| N1 | This procedure is related to the Procedure 04/CAAC-AIG – Initial response following the receipt of a notification from another State |
| N2 | This procedure is related to the Procedure 05/CAAC-AIG – Informing the intention to appoint accredited representative |
| N3 | This procedure is related to the Procedure 06/CAAC-AIG – Provision of relevant information of aircraft and flight crew |



Stage 2 – Defining the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
1	Obtaining details of dangerous goods from the operator	Accredited representative (when not appointed, the Investigator on duty)	<p>The accredited representative will contact the operator, by phone, to check whether there were dangerous goods on board the aircraft.</p> <p>Note 1: A list of national commercial operators shall be maintained up-to-date by the Administrative Assistant, in accordance with the appropriate procedure.</p> <p>Note 2: If no information could be obtained with the operator, step 2 of this procedure must be performed.</p> <p>Note 3: Any difficulties regarding the contact with the operator shall be reported, by email, to the Administrative Assistant, that will revise the contact information available and, if necessary, inform the Flight Safety Department of the CAAC for the appropriate actions.</p>	As soon as possible and in no longer than 2 hours after the receipt of the notification	N/A



Stage 2 – Defining the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
2	Obtaining details of dangerous goods from the CAAC	Accredited representative (when not appointed, the Investigator on duty)	The accredited representative will contact the officer on duty from the Dangerous Goods Section of the CAAC, by phone, to check whether there were dangerous goods on board the aircraft. Note: If the information regarding dangerous goods has been obtained in the previous step, this task can be ignored.	As soon as possible and in no longer than 3 hours after the receipt of the notification	N/A



Stage 2 – Defining the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
3	Prepare the communication to the State	Accredited representative (when not appointed, the Investigator on duty)	The accredited representative will prepare the communication email to the State to forward the details of dangerous goods on board the aircraft. Note: This communication will be a simple e-mail just to forward the information collected, and the following text may be used: <i>“Dear sir/madam, In compliance with Standards 4.7 and 4.11 of Annex 13, please find attached the details of dangerous goods on board the aircraft involved in the occurrence”</i>	As soon as possible and in no longer than 4 hours after the receipt of the notification	N/A



Stage 2 – Defining the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
3	Send the communication to the State	Accredited representative (when not appointed, the Investigator on duty)	The accredited representative will send the communication email to the State to forward the details of dangerous goods on board the aircraft, with copies to the Chief Investigator and the Administrative Assistant.	Immediately after the preparation of the communication and in no longer than 4 hours after the receipt of the notification	Chief Investigator Administrative Assistant



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- ✈ Stage 1 – Gathering relevant information
- ✈ Stage 2 – Defining the framework
- ✈ Stage 3 – Writing the procedure**



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Writing the procedure

✈ After this “brainstorm” and with the template completed, we will probably be able to write the procedure

DISCLAIMER



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The following procedure is purely fictitious, intended exclusively for educational purposes, and ICAO is not responsible for the adoption of its text without due care for adapting to the characteristics of the civil aviation system in place.

PROCEDURE No 08/CAAC-AIG - PROVISION OF DETAILS ON DANGEROUS GOODS ON BOARD THE AIRCRAFT

INTRODUCTION

As per Standards 4.7 and 4.11 of Annex 13, Coronaland shall provide the State conducting the investigation with details of dangerous goods on board the aircraft the aircraft involved in the accident or incident with a minimum of delay and by the most suitable and quickest means available.

This procedure aims at complying with such requirement.

PROCEDURE

- 1 The accredited representative will, as soon as possible and in no longer than 2 hours after the receipt of the notification, contact the operator, by phone, to check whether there were dangerous goods on board the aircraft.

Note 1: A list of national commercial operators shall be maintained up-to-date by the Administrative Assistant, in accordance with the appropriate procedure.

Note 2: If no information could be obtained with the operator, step 2 of this procedure must be performed.

Note 3: Any difficulties regarding the contact with the operator shall be reported, by email, to the Administrative Assistant, that will revise the contact information available and, if necessary, inform the Flight Safety Department of the CAAC for the appropriate actions.

Note 4: When an accredited representative has not been appointed, the Investigator on duty becomes responsible for this task.

- 2 The accredited representative will, as soon as possible and in no longer than 3 hours after the receipt of the notification, contact the officer on duty from the Dangerous Goods Section of the CAAC, by phone, to check whether there were dangerous goods on board the aircraft.

Note: If the information regarding dangerous goods has been obtained in the previous step, this task can be ignored.

- 3 The accredited representative will, as soon as possible and in no longer than 4 hours after the receipt of the notification, prepare the communication email to the State to forward the details of dangerous goods on board the aircraft.

Note 1: This communication will be a simple e-mail just to forward the information collected, and the following text may be used:

Dear sir/ma'am,

In compliance with Standards 4.7 and 4.11 of Annex 13, please find attached the details of dangerous goods on board the aircraft involved in the occurrence.

Kind regards,

*Name
Accredited Representative*.*

Note 2: When an accredited representative has not been appointed, the Investigator on duty becomes responsible for this task.

- 4 The accredited representative will, immediately after the preparation of the communication and in no longer than 4 hours after the receipt of the notification, send the communication email to the State to forward the details of dangerous goods on board the aircraft, with copies to the Chief Investigator and the Administrative Assistant.

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In compliance with Standards 4.7 and 4.11 of Annex 13, please find attached the details of dangerous goods on board the aircraft involved in the occurrence.

Kind regards,

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Initial response following the receipt of a notification from another State

6.316 Has the State established procedures and guidance, including a checklist, for the initial response following the receipt of a notification?